

## Logging Into CM/ECF

This procedure explains how to access the CM-ECF system.

Access the CM-ECF application through our court Web site.

**<https://ecf-train.nvb.uscourts.gov/cgi-bin/login.pl>**

The **ECF/PACER LOG IN SCREEN** displays

The screenshot shows a Netscape browser window titled "NVB TRAINING ECF - login - Netscape". The address bar displays "https://ecf-train.nvb.uscourts.gov/cgi-bin/login.pl". The page has a light blue background and contains the following sections:

- ECF/PACER Login**
- Notice**: This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.
- Instructions**: Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.
- Access Fee**: An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.
- Authentication** form with fields for:
  - Login:
  - Password:
  - client code:
- Login** and **Clear** buttons.
- Footer text: *CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.*

- Click in the **Login** field and key your ECF login.

*NOTE: Your ECF login is different than your WEB-PACER login!*

- Click in the **Password** field and key your password.
- Click on the **Login** button to continue.

- The **ECF MAIN MENU** screen displays.



- Clicking on the hypertext links will allow you to use the features of CM/ECF
- When you are finished working in CM/ECF, you should log out of the database.

Click on the LOGOUT button on the right side of the Main Menu blue bar.

Close the browser window if you no longer need to use it.

NOTE: Closing the browser window without pressing LOGOUT closes the browser window, but does not log you out of CM/ECF. You should log out when you are not using the application for significant lengths of time, e.g., lunch breaks, meetings, end of day, etc. When you log out properly, you free up resources for other users who are working.